



STATE OF WISCONSIN
Department of Employee Trust Funds
David A. Stella
SECRETARY

801 W Badger Road
PO Box 7931
Madison WI 53707-7931

1-877-533-5020 (toll free)
Fax (608) 267-4549
<http://etf.wi.gov>

CORRESPONDENCE MEMORANDUM

DATE: June 22, 2011
TO: Executive Committee
FROM: Lynda Hanold, Human Resources Manager
Division of Management Services
SUBJECT: Annual Human Resources Report

Each quarter I prepare a Human Resource Report for your information that highlights activities that have taken place since the previous Executive Committee meeting. On an annual basis, I prepare the attached report that summarizes the initiatives that are ongoing in nature during the year relating to outreach, education and services to our employees.

The attached annual human resources report highlights the following seven major initiatives/programs:

- Wisconsin Certified Public Manager Program;
- Temporary Reassignment Program;
- Career Development Program;
- Orientation Program;
- Targeted Opportunities Program;
- Employee Assistance Program; and
- Affirmative Action/Equal Employment Opportunity Program.

The report provides information on each program including a description of the initiative; duration or how long the program has been in place at Employee Trust Funds; purpose of the program; and who is currently participating in the program.

I hope this information is helpful. If you have any questions about this report, I will be available at the meeting.

Attachment: Annual Human Resources Report

Reviewed and approved by Pam Henning, Administrator, Division of Management Services.

Pamela L Henning 6/10/11
Signature Date

Board	Mtg Date	Item #
EXC	6.23.11	5B



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EXECUTIVE COMMITTEE
ANNUAL HUMAN RESOURCES REPORT
JUNE 2011

WISCONSIN CERTIFIED PUBLIC MANAGER PROGRAM (WCPMP)

The WCPMP has been in place since July 2000 (11 years). It consists of a program of individual classes offered through the University of Wisconsin either over a three-year period or a concentrated 20-month period. They are designed to help current or prospective managers develop professional management and leadership skills. Each academic year one employee typically receives a scholarship funded through the training reserve budget. Aaron Powers was selected for the 2010 scholarship and is making progress in the program. Chris Lindeman graduated in February 2011. Matt Stohr also serves on the WCPMP Advisory Board.

TEMPORARY REASSIGNMENT PROGRAM (TRP)

The TRP has been in existence for 20 years. This program allows employees to go to other work units for about three weeks or less to gain insight into other jobs/programs.

CAREER DEVELOPMENT PROGRAM (CDP)

Since 1990 (21 years), the CDP has offered employees an opportunity to work closely with a mentor for about four months to gain experience, knowledge and new job skills. Due to workload constraints, no one participated in the program during the past year.

ORIENTATION PROGRAM

ETF a sponsored formal orientation program for 12 new employees in August 2010 and for 33 new employees in January 2011. Various managers and the Secretary's Office spent time talking with staff about their respective programs, functions, and services. Evaluations were very positive.

TARGETED OPPORTUNITY PROGRAM (TOPjobs)

2010 marks the 28th year that ETF has participated in TOPjobs. One intern, Sarah Rice, has been selected to work in the Division of Retirement Services, Benefit Services Bureau.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Olga Bilinson served as ETF's EAP Program Coordinator during the past year. Olga managed the contract with Deer Oaks to provide EAP services to employees and their families. She participated in periodic EAP Director meetings. She also distributed informational e-mails to staff on a wide variety of topics, including National Blood Donor Month, World Braille Day, African American History Month, American Heart Month, Healthy Lung Awareness Month, American Diabetes Month, Pancreatic Cancer Awareness Month, caregiver assistance, controlling cholesterol, and more. Four EAP lunchtime presentations on financial planning; wills, trusts, and estate planning; appreciating cultural diversity in the workplace; and managing stress were held this year. Four blood drives were also held this year to benefit the American Red Cross. Finally, on-site flu shots were given in October 2010.

AFFIRMATIVE ACTION (AA)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

ETF employees have participated in the Meals on Wheels program for 12 years. During the past year, 30 employees delivered Meals on Wheels to area residents during their lunch hour. Meals are delivered to area residents every Tuesday.